The College of Family Physicians of Canada

Le Collège des médecins de famille du Canada

Self Learning®

# ONLINE QUESTION CREATOR

# USER MANUAL

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Welcome to the Self Learning Online Question Creator. This new online tool is accessible only to users of Microsoft Internet Explorer 5.5 and higher. It was designed to facilitate online question creation, review, editing, translation, and ultimately to release questions to the Internet-based Self Learning application.

If you have any questions please feel free to contact:

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# Logging In

The login URL is www.ocfp.on.ca/English/Admin/Login

Bookmark this location so that you can go back to it easily. [Click Favorites → Add to Favorites]

You will also find a link to this login page from the Self Learning page on the CFPC website www.cfpc.ca/sli - Scroll to the bottom of the page and click on Administration tools for Program Production.

Here you will also find other tools and information such as:
- Meeting dates and deadlines for submission of questions
- Table of questions accepted at previous committee meetings
- Style Guide
- Journal Links

Your username is your first initial plus your full last name, in lower case letters and no spaces.

e.g., kdowsett

Your password is your CFPC membership ID number.

e.g., 207740

# Creating a Question

Once you have successfully logged in to the program, click **QUESTION MANAGEMENT** then click **CREATE NEW QUESTION** and you are ready to begin creating a question online. There are six steps involved in creating a question online:

1. Give your question a title
2. Enter the reference(s)
3. Enter the educational point
4. Enter the question(s) and answer(s)
5. Assign Categories
6. Notes (optional)

Note: you can switch between each of the steps at any time and you can do them in any order you wish, just by clicking the tabs, however, you must start by giving your question a title.

### 1. Give your question a title

Please preface each title with your group name, so questions will be organized and easily located. For example, QC - Management of Diabetes Mellitus. Enter your name (the question writer's name) in the Author field.

### 2. Enter your Reference(s)

#### PubMed References

The screen opens up ready to add a PubMed reference. If your article is listed in PubMed, enter the PMID number in the space provided. When you click **SUBMIT**, the program will automatically extract the full reference from PubMed and insert it, fully formatted, in your question. If you do not know the PMID, there is a link to PubMed where you can perform a Single or a Batch Citation match. (see Appendix I for further instructions on citation matches).

#### Manual References

If the article you are using is not listed in PubMed, you must click the **ADD MANUAL REFERENCE** tab and enter the information in the appropriate fields.
Manual references are automatically formatted (punctuation, italics, etc.), but you will need to put a period at the end of the title field.
If your reference is not a standard journal article, you can enter the entire reference in the title field, but it will have to be manually formatted.

#### Linking to online sources

If the full text of the article is available online, and you know the URL, you may enter it in the space provided. If a subscription is required for online access, remember to put a check the **"SUBSCRIPTION REQUIRED"** box. If a URL was entered, when you click **SUBMIT,** the reference will appear as a hyperlink (blue, underlined).

IMPORTANT: Click **"SUBMIT"** when done.

### 3. Enter your Educational Point

The **"EDUCATIONAL POINT"** tab opens up with a simple blank text box.

IMPORTANT: Save (click ) your work often.

You can manually key in your educational point directly into this box. You do not need to "open in editor" unless you wish to insert a table, graphic, hyperlink, or make special format changes such as bullets or numbered lists. See the Helpful Hints (Appendix II) for keyboard shortcuts to make basic format changes (e.g., italics and bold) without using the editor.

If you feel comfortable working with the editor you are welcome to do so. You are equally welcome to leave this type of editing to the CFPC staff.

If you plan to copy and paste the educational point from another electronic source, please follow this TWO-STEP procedure to remove excess code hidden in your source document.

1. Have both Notepad (found in Windows Accessories) and the source document open.
2. Copy the text from the source document and paste it into Notepad.
3. Copy the text from Notepad and paste it into the Educational Point.

### 4. Enter your Question

**Multiple Choice Questions**

When you click the **"QUESTIONS"** tab you will be asked "Is this a SAMP?" Clicking NO will open up a screen ready for a four distractor, multiple-choice question.

1. If necessary, change the type of question by clicking the down arrow and selecting from the list.
   i. True/False
   ii. Multiple Choice
   iii. Multiple Correct

2. Enter the stem of the question in the **QUESTION TEXT** field.

3. Enter each distractor in the fields that have a radio button or for multiple correct questions, check boxes.
4. The statements "This is the *right* answer/This is *not* the right answer and the distractor support (i.e., text from the Educational Point to support the distractor) is entered in the field below each distractor.

5. Click the radio button (or check boxes) beside the correct answer(s).

6. Click **ADD AN ANSWER TO THIS QUESTION** if you want to add a five or more distractors. Click the garbage can to remove empty fields if your question has less than three distractors.

7. To reorder your distractors, click the up or down buttons.

9. To save your work click .

### Short Answer Management Type (SAMP) Questions

When you click the **QUESTIONS** tab you will be asked "Is this a SAMP?" Clicking "YES" will open up a screen ready for a SAMP consisting of five text questions.

1. Enter your introductory text in the **"CASE TEXT"** field.

2. To select the type of question, click the down arrow. Options include:
   i. Text
   ii. List -- enter the # of answers in the box.
   iii. Multiple Choice
   iv. Multiple Correct
   v. True/False

If your question is multiple choice or true/false don't forget to indicate the correct answer(s) by clicking the radio button or check boxes.

3. Enter the question in the **QUESTION TEXT** field.

4. Enter the answer in the **ANSWER** field.

5. Add questions to the SAMP by clicking the **ADD A QUESTION TO THIS SAMP** button.

6. Remove questions by clicking on the garbage cans.

7. Reorder them by clicking on the up/down arrows.

8. Click to save your work.

### 5. Assign Categories

Click the **"CATEGORIES"** tab and select all categories that apply to your question.

### 6. Notes

This step is optional. You can add notes about your questions in this section. These notes will only be seen by other question writers and committee members. They will not be published with the question.

# Helpful Hints:

If your screen appears to freeze **REFRESH YOUR BROWSER** [F5 or View → Refresh]

Please remember to save often. This site is programmed to allow 90 minutes of inactivity before logging you out, however, due to the nature of the Internet and the fickleness of some connections, you may be kicked out without warning.

When using the editor, it appears to the server that there is no activity. Click **SAVE MY CHANGES** often. When you do this, the editor will close and take you back to the field you were editing. You will also have to click the **SAVE** button and reopen the editor to continue.

### Keyboard Shortcuts

You do not have to open the editor to enter text or to make basic format changes. Simply highlight the text you wish to alter and use the following keyboard shortcuts.

Ctrl + I = *italics*
Ctrl + B = **bold**
Ctrl + Z = undo last action
Ctrl + A = select all
Ctrl + C = Copy
Ctrl + V = Paste
Ctrl + X = Cut
Ctrl + Enter = single line break

Double clicking a single word will highlight that word.

### ANSI Character Set

Many special characters can be inserted without opening the editor. To insert the following characters in your question or educational point, make sure Num Lock is on. Hold down the Alt key and enter the corresponding number using the number pad.

| | | | |
|---|---|---|---|
| Alt + 0177 = | ± | Alt + 0134 = | † |
| Alt + 0176 = | ° | Alt + 0135 = | ‡ |
| Alt + 0247 = | ÷ | Alt + 0167 = | § |
| | | Alt + 0182 = | ¶ |
| Alt + 0186 = | º | | |
| Alt + 0185 = | ¹ | Alt + 0169 = | © |
| Alt + 0178 = | ² | Alt + 0174 = | ® |
| Alt + 0179= | ³ | Alt + 0153 = | ™ |
| Alt + 0188 = | ¼ | Alt + 0181 = | µ |
| Alt + 0189 = | ½ | Alt + 0223 = | ß |
| Alt + 0190 = | ¾ | Alt + 0222 = | Þ |
| | | Alt + 0131 = | *ƒ* |

Please note: There is no α ≤ or ≥, in this character set. You will have to "open the editor" and select Special Symbols from the Insert menu.

### Using the Editor

The SmartSite editor is an HTML editor, not a word processor. It does however, look like and act somewhat like a word processor.

The menus and icons will be familiar to anyone used to using Microsoft products.

You will only need to use the editor if you wish to:

- Insert a special character or symbol not listed above
- Insert a table
- Insert a picture
- Insert a link
- Add bullets or numbers
- Superscript or subscripts

Please refer to Help in the application for further information about the SmartSite editor.

### Icons, Buttons and Tabs

takes you back to the question index where you can begin a new question, check questions in and out for further editing or print questions.

will end your session

is used to export your question to Microsoft Word format. You might use this function to print your questions to circulate at regional review meetings. When exported to MS Word, the question is formatted similar to the first draft we send to the editor in that it will include all distractor support text. This is in contrast to the little printer you see on the question index which will print the question more like you would see it when published in booklet format.

is used to check a question out to edit it and is used to check a question back in so others can access it. (see Checking Questions In and Out)

is used if your question is already checked out and you wish to edit it.

is used to see your educational point and the question screen side by side (note: you cannot edit while viewing this screen)

indicates that a question is checked out (in use) by another user and is unavailable to you for editing. If you wish to view this question, click the printer.

# Question Management

Each question written for the Self Learning program will go through a number of different stages before it is released to the public. These stages include:

Question Creation
Committee Review
Medical Editing
Physician Editing
Final Review
Translation
French Review
Completion

Permission to view and edit questions is granted according to the specific role you play in the question creation process. For example,
Question Writers will have access to all questions in the Question Creation stage.
Committee Members will see questions in both Question Creation and Committee Review.
Editors will only see questions in their respective Editing stage, and so on.
Administrators (CFPC staff) have access to all questions in all stages. They also have an ISSUE MANAGEMENT button which allows them to manipulate questions within an issue and to release issues to the public.

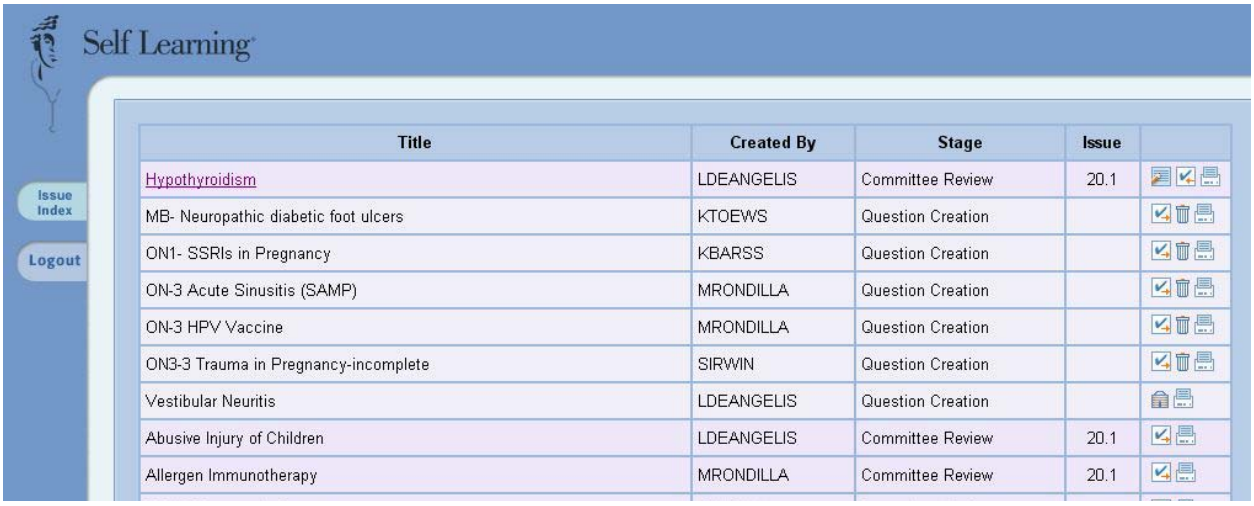
**Please leave your questions in the Question Creation stage.** If you mistakenly move a question to the next stage, and you wish to recall it, your regional chair or the CFPC staff will be able to move it back to Question Creation.

The stage a particular question is at in the process is indicated by a small arrow. Questions can be moved forward in the process, one stage at a time. They can jump stages when being moved backward.

### Checking Questions In and Out

Think of checking questions in and out as you would a library book. When you have a book checked out of the library, no one else can have it, until you bring it back. When you take it back to the library, it gets put back on the shelf so other people can take it out.

When you create a question it is automatically checked out in your name. In the question index, the question(s) you have checked out will appear at the top of the list. They will be hyperlinked and you have the options of editing, printing or checking the question back in. Other people looking at the question index will see only a lock and the little printer beside the questions that you have checked out.



In the example above, the user has the question Hypothyroidism checked out. Vestibular Neuritis is checked out by someone else. Note that the first question(s) in the index are the questions the user has checked out. Following that, questions are grouped by stage and listed alphabetically. If a title is italicized, it jumps to the top of the list in that stage.

You can keep your own questions locked (checked out) until you are finished with them.

Please keep your questions in the Question Creation stage until they have passed the local review and are ready to be sent to the National Committee Review. This way other question writers across the country can see questions that are in progress and possibly cut down on duplication.

Please **do not** check out other people's questions. To view them or print them, click the printer.

If you click the trash can by mistake - you will receive a message asking you "Are you sure?".

# PubMed Citation Matching

You can link to PubMed from the Reference screen or go to http://www.ncbi.nih.gov/entrez/query.fcgi
Under PubMed services (left panel), you will find two options for matching a citation: Single or Batch Citation Match  Easy to follow instructions on how to use these services are supplied.

### Single Citation Match

When using the Single Citation Matcher, do not fill in all fields. Fill in just enough to separate your article from all other articles in the journal you are searching. Small typos in author names or titles can frustrate your search.

### Batch Citation Match

To find more than a few citations, use the Batch Citation Matcher. You will list each article in the following format:  Journal|year|volume|first_page|author_name|your_key|
Example:  N Engl J Med|2004|351|56|Cummings|QC1|

The character | used to separate fields in the Batch Citation Matcher is usually found on the keyboard above the back slash and looks like two vertical lines. (Shift + backslash)

Please always feel free to contact CFPC staff or the library if you need help to find a PMID.